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OFFICE OF TRAINING REGULATION NO. \_\_\_\_\_

SUBJECT: PROCEDURES FOR TRAINING EVALUATION PROGRAM

1. Schedule for Institution of Training Evaluation Program and Interim Procedures

a. The order in which courses will be supported by A & E in establishing the Training Evaluation Program is as follows:

- (1) Group I  
BEC (I)  
BEC (CS)  
BEC (Support)  
Phase II
- (2) Group II. Phase III and Phase IV. Administration, Administrative Support. Reading Improvement. Foreign Language Course.
- (3) Group III. All other TR(S) Courses not listed above. (Staff Indoctrination) (Clerical Refresher).
- (4) Group IV. All Tutorial Training.

b. All training courses will submit to A & E a list of the objectives of the course within 30 days from the date of this regulation. These objectives will be stated in terms of subjects and skills to be taught or systematically observed and evaluated. The usual statement of objectives will be recast to answer the question: "On what subjects, characteristics or skills will the student be given ratings or marks."

c. Until support can be given by A & E to courses in Group II, III, and IV listed above, the following procedures will apply to these courses:

- (1) Training Evaluation reports will be in the form of a memorandum to the student's Division Chief.
- (2) This memorandum will contain a narrative account of:
  - a. accomplishments in each area of knowledge or skill listed as a course goal or objective.
  - b. any attitude, habit, trait, talent or defect characteristic of the student, with particular reference to strong or weak points important to a CIA career. If projected assignments are known, comments should be oriented to this whenever possible.

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- (3) If adjectival ratings are used, they will be in terms of the five-point scale: Failure, Poor, Satisfactory, Excellent, Superior.
- (4) Preparation, review, and distribution of the memorandum reports will be governed by paragraphs 1a to 1a of Section 4.

d. Courses in Group I will continue with their present systems of evaluation until other procedures are developed in cooperation with A & E.

2. Workshops conducted by A & E with Training Staffs

a. As each course is taken for study, workshops will be conducted for the instructors by A & E to:

- (1) refine statements of objectives for evaluation purposes.
- (2) devise appropriate evaluation techniques for each objective of the course.
- (3) devise methods for systematically observing and evaluating any other skills or personal characteristics considered significant.
- (4) devise appropriate methods of recording results of the Training Evaluation.
- (5) devise methods of making instructor evaluations as comparable as possible.

3. Evaluation Procedures and Techniques

a. All test items, tests, and other techniques to be used in evaluation of student's knowledge or comprehension of subject matter, skills, personality characteristics and traits, and attitudes, will be submitted to A & E for review prior to use. Objective techniques will be used to the maximum extent possible.

b. Where objective-type examinations can be used, the following principles and procedures will apply:

- (1) Instructors are responsible for furnishing the content of specific questions; A & E will review and edit items and tests to obtain conformity with good test construction principles.
- (2) IBM answer sheets will be used with objective-type examinations.

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- (3) A & E will maintain a file of objective test questions for use by instructors.

c. Where essay-type questions are used or evaluations are made of reports, these procedures will be followed:

- (1) Essay-type questions or reports will be sent to A & E with a list of the points instructors expect students to cover prior to use of the questions and problems in the course.
- (2) Grading of essay-type questions or reports will be done in such a manner as to insure comparability and consistency of grading. Wherever feasible and unless other procedures are decided upon in the A & E workshop, these steps will be used:
  - (a) Two persons will independently grade the student's papers.
  - (b) Procedures will be established to keep the raters unaware of the identity of the person whose paper they are grading.
  - (c) All papers will be graded on one phase or question before proceeding to the next phase of the problem or question.

d. Where skills or personal characteristics which are not the subject of instruction in a particular course are to be evaluated:

- (1) A & E will be responsible for determining which of these can be systematically evaluated, and will develop any special techniques to be used.
- (2) Projects will be undertaken to apply principles of measurement to the evaluation of skills.

e. Where a change in students' attitudes is a course goal or objective, A & E will develop special techniques of evaluation.

f. Examinations will cover course subjects in proportion to the emphasis given to that phase in the course.

g. When course objectives and content are changed, A & E will be notified, and changes in evaluation procedures will be made.

h. A & E will supply the following types of information to the instructors:

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- (1) after undertaking item analyses of tests, information concerning the usefulness of items in discriminating among students.
- (2) information concerning the intellectual levels of the students in a particular course.
- (3) information concerning comparability of examinations and grading from class to class.

1. A & E will devise techniques for student evaluation of instruction and instructors when such information is desired in order to improve instructional techniques.

4. Preparation and Dissemination of Training Evaluation Standard and Special Reports

a. Standard reports

- (1) The Registrar will furnish the Training Evaluation Branch of A & E with a complete roster of students by the 15th day of the course.
- (2) Instructors will fill out forms in triplicate in terms of agreements reached in Training Staff and A & E Workshops and the policies and principles contained in this regulation and Regulation No. \_\_\_\_\_. Reports are to arrive in A & E not later than ten working days after the conclusion of the course.
- (3) Training Evaluation Branch will review reports for conformity with OTR policies, A & E principles, and for clarity.
- (4) A & E will add information based on its testing program and any other information it may have in its files which is considered appropriate.
- (5) A & E will transmit, simultaneously, one copy of the Training Evaluation report to each of the following:
  - (1) Division Chief, through Training Liaison Officer.
  - (2) OTR Registrar through IBM Unit, A & E.
  - (3) Assistant Director (Personnel) through appropriate channels to DD/TR(S) or DD/TR(G) and, where desirable, D/OTR.

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**b. Special Reports**

- (1) Students who show traits which raise questions concerning suitability for CIA careers, who manifest outstanding talent or defect, or who are in danger of failing will be reported by name to the appropriate DD/OTR prior to the beginning of the last week of the course. (This will not take the place of the standard Training Evaluation report, which will be routinely transmitted with those of other students at the end of the course.)
  - a. The DD/OTR will be responsible for initiating any special report to the Divisions concerning students who have been reported as outstanding, either positively or negatively, prior to the end of the course.
- (2) For students who withdraw from the course, the Training Evaluation form will be returned to A & E with a notation in Section V of the reason for withdrawal and, if possible, a statement concerning the student's level of accomplishment prior to the time of withdrawal.
- (3) Instructors who wish psychological assistance in understanding or dealing with students who exhibit unusual behavior will send such requests to a responsible individual in the Training Evaluation Branch. All such requests will be transmitted on an "Eyes Only" basis.
- (4) Instructors may prepare special reports in special instances.
- (5) Summary reports for special purposes will be prepared by A & E when required. These may be oral as well as written reports.

**5. Providing Students with Results of Training Evaluation**

a. Instructors will inform students of the grades they have received for subjects and skills evaluated, and will give advice, when appropriate, on how the student can improve. Students will not be shown comments or evaluations concerning personality characteristics.

b. The student's immediate supervisor may show the student his profile of interests and discuss them with him (See Section 4, a(4).) The student may keep the profile of interests if he desires it. The supervisor, if he feels this is desirable, may also show the student {Sections II and III of the Training Evaluation Report} and discuss them with him.

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